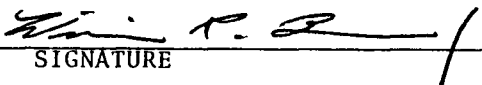
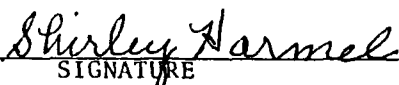


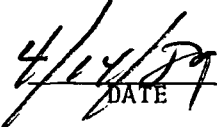


PRINCE GEORGE'S COUNTY
OFFICE OF CENTRAL SERVICES
ADMINISTRATIVE SERVICES DIVISION
RECORDS CENTER

SCHEDULE NO.	C-635	RECORDS RETENTION AND DISPOSAL SCHEDULE	PAGE NO.	1 of 2
Prince George's County, Finance Administration		Risk Management Division		
DEPARTMENT/AGENCY		DIVISION		
ITEM NO.	DESCRIPTION	RETENTION		
	Supersedes Schedule C-523			
1	<u>GENERAL CORRESPONDENCE FILES</u> These files consists of Risk Management/Insurance related inter-office correspondence and reading files.	Cut off at end of Fiscal Year. Retain for three (3) additional years, then destroy.		
2	<u>RISK MANAGEMENT COMMITTEE RECORDS</u> Consist of required Risk Management Committee meeting minutes and related supporting RM legal and general correspondence. Expired Insurance policies. <p style="text-align: center;">Retain microfilm permanently.</p>	Cut off at the end of fiscal year, retain three (3) years, then microfilm. Expired insurance policies to be inventoried and retained in Finance Administration. Destroy minutes & correspondence after microfilming.		
3	<u>WORKERS COMPENSATION FILES</u> Contains inactive or closed Workers' Compensation files <p style="text-align: center;">Retain microfilm permanently.</p>	Cut off at the end of Fiscal year, retain three (3) additional years then microfilm. Destroy originals after filming.		
4	<u>LIABILITY FILES</u> Files of closed/inactive liability cases involving County Risk Management Fund	Cut off at end of fiscal year, retain for three (3) additional years then destroy.		
5	<u>PROPERTY FILES</u> Files of closed/inactive property claims.	Cut off after each fiscal year, retain for three (3) years, then destroy.		
 SIGNATURE		Director of Finance TITLE OF DEPT/AGENCY REPRESENTATIVE		
 SIGNATURE		County Records Manager DATE		
Schedule Authorized by Hall of Records Commission				
 SIGNATURE		 TITLE		
		 DATE		

DISTRIBUTION: Original - Hall of Records; 2nd Copy - Department/Agency; 3rd Copy - Records Manager

